

ONLINE IRG PUBLIC USER QUICK REFERENCE GUIDE

ENTERING THE IRG

How do I enter the IRG?

1. Go to the OCSE Home Page.
(<http://www.acf.hhs.gov/programs/cse/>).
2. Click [Online Intergovernmental Referral Guide \(IRG\)](#), which is listed in the Facts & Descriptions section. (The IRG Public Map Page opens.)

STATE PROFILES

How do I view a State Profile?

1. Go to the IRG Public Map Page.
2. Click a state. (The state's profile opens.)
3. Use the scroll bars or links to view the sections.

How do I view state lien or MSFIDM information?

1. Go to a State Profile.
2. Click [J. Support Enforcement](#) or scroll down until State Lien and MSFDM information appears.

How do I view the CSENet 2000 Transaction Type Overview?

1. Go to the IRG Public Map Page window.
2. Click [CSENet 2000 Transaction Type Overview](#) at the bottom of the window. (The CSENet 2000 State Transaction Type Overview window opens.)

How do I view the CSENet 2000 State Exchange Agreement by Function Code for a state?

1. Go to a State Profile.
2. Click [View CSENet 2000 State Exchange Agreement by Function Code](#). (The CSENet 2000 State Exchange Agreement by Function Code window for the state opens.)

How do I view a state's certification date?

1. Go to a State Profile.
2. The date appears in the Certified On field above the task bar.

How do I download a State Profile?

1. Go to the State Profile.
2. Click [Download](#). (The profile appears in a browser window.)
3. Select **File > Save As...** from the browser menu. (The standard Windows **Save As...** dialog box appears asking where you would like to save the file.)
4. Select the directory in which to save the file and type the filename.
5. Choose **Text File (*.txt)** from **Save as type**. (This is an ASCII text file, which can be opened in any word processing program.)
6. Click **Save**.

How do I download all State Profiles?

1. Go to the IRG Public Map Page.
2. Click **SPS Download**. (The profile information appears in the browser window.)
3. Select **File > Save As...** from the browser menu. (The standard Windows **Save As...** dialog box appears asking where you would like to save the file.)
4. Select the directory in which to save the file and type the filename.
5. Choose **Text File (*.txt)** from **Save as type**. (This is an ASCII text file, which can be opened in any word processing program.)
6. Click **Save**.

How do I print a State Profile?

1. Open the desired State Profile.
2. Click [Print](#). (A dialog box appears asking if you want to print.)
3. Click **OK**. (The Print dialog box from your browser opens.)
4. Click **Print**. (The profile is sent to your printer.)

ADDRESSES AND FIPS CODES

How do I view a state address?

1. Go to the IRG Public Map Page.
2. Click **FIPS codes/Addresses**.
3. Click a state. (The Addresses and FIPS Codes window opens.)
4. Click **State**. (The Select State Addresses window opens.)
5. To search by address type, select an address type from the Select Address Type list and click **Address Type Search**. (The View State Address Data window opens.)
6. To search by contact name, select a contact name from the Select Contact Name list and click **Name Search**. (The View State Address Data window opens.)

How do I view a county address?

1. Go to the IRG Public Map Page.
2. Click **FIPS codes/Addresses**.
3. Click a state. (The Addresses and FIPS Codes window opens.)
4. Click **County**. (The Select County Addresses window opens.)
5. To search by county, select a county name from the Select County Name list. (You can narrow the search by also selecting an address description.)
6. Click **County Search**. (The View County Address Data window opens.)
7. To search by contact name, select a name from the Select Contact Name list and click **Name Search**. (The View County Address Data window opens.)
8. To search by city, select a city from the Select City list and click **City Search**. (The View County Address Data window opens.)

How do I view an international address?

1. Go to the IRG Public Map Page.
2. Click the link [CLICK HERE to view OCSE/International Addresses](#) at the top of the window. (The Addresses and FIPS Codes window opens.)
3. Select a country from the Select Country list.
4. Click **International**. (The View International Address Data window opens.)

How do I view a Central OCSE address?

1. Go to the IRG Public Map Page.
2. Click the link [CLICK HERE to view OCSE/International Addresses](#) at the top of the window. (The Addresses and FIPS Codes window opens.)
3. Click **Central-OCSE**. (The Select Central-OCSE Address window opens.)
4. Select an address from the Select Address list and click **Search**. (The View Central Address Data window opens.)

How do I view a Regional OCSE address?

1. Go to the IRG Public Map Page.
2. Click the link [CLICK HERE to view OCSE/International Addresses](#) at the top of the window. (The Addresses and FIPS Codes window opens.)
3. Click **Regional-OCSE**. (The Select Regional-OCSE window opens.)
4. Select a region from the Select Region list.
5. Click **Search**. (The View Regional Address Data window opens.)

How do I view Comments?

Comments may appear on any View [State, County, and Region] Address Data (Read-only) window.

If comments exist, a maximum of 40 characters can be displayed in the Comments text box. The **More...** button is enabled if there are additional comments.

1. To view an extended comment, click **More....** (The IRG Comments window opens displaying the entire text of the comments.)
2. Click **Cancel** to dismiss the window.